



# The Torch

The official newsletter for Indiana state employees

## Performance management program gets tune up

The performance management program has been in effect for three years. Now that the waters have been tested, it's time to fine tune the program. One of the first enhancements you may notice will be when you receive performance appraisal for 2008. You should notice rating scale for overall performance is no longer three; it's now five. Those five anchors are:

- Does Not Meet Expectations
- Needs Improvement
- Meets Expectations
- Exceeds Expectations
- Outstanding

Making this change will allow your management team the flexibility they need to more closely align your overall performance rating with your overall job performance throughout the year. Later this fall, the pay increase percentages associated with each of those overall rating anchors will be announced.

Another change is the streamlining of

forms. The Employee Work Profile and the Performance Appraisal form are now one document. This should help simplify the process and serve as an improved communication tool for you and your supervisor, according to Jeff Hendrickson, Employee Relations Specialist. "Using one form will allow the employee to review his/her performance for 2008 and at the same time, encourage goal setting and planning for 2009."

The redesign of the Performance Appraisal Form now includes work profile planning, your expectations/goals and competencies for 2009. "Having the entire year's planning and appraisal on the same document makes performance planning more effective," said Hendrickson. "Supervisors and employees can more effectively plan performance for the upcoming year at the same time as performance is evaluated for the previous year." This new form will be used for the 2008 year-end appraisal.

"General factors" are now called

"competencies" to better reflect what they are. Competencies are an important link between how an employee performs his/her work and what results were achieved. Results are measured through expectations/goals. There will be only one form for all state employees regardless of the employee's job classification.

The competencies required of all state employees are: job knowledge, customer service and teamwork. Your management team will determine which other discretionary competencies apply to you based on the content of your job. Also, there is now space next to each competency for feedback, instead of one area at the

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## Daniels named "Public Official of the Year" by *Governing* magazine

Governor Daniels has been named a public official of the year by the independent magazine *Governing* for his achievements in government service.

Among the state's successes under his leadership highlighted by *Governing* are infrastructure improvements, landmark health care legislation and improved government efficiency.

Since 1994 the publication has honored individual state and local government officials for outstanding accomplishment by naming them Public Officials of the Year. The magazine names one governor each year. Previous winners have included governors of Arkansas, Georgia and Michigan.

Congratulations, boss!

## We could use your help

We would like to know your thoughts about communications efforts with state employees. If you are interested in completing a brief survey about communications, please log onto this site and complete the survey by Nov. 20:

[www.in.gov/surveytool/public/survey.php?name=communications](http://www.in.gov/surveytool/public/survey.php?name=communications)

We appreciate your input!

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## Employee discount program expands across state

While nothing in life is free, state employees can get some really good discounts. Over the past year the State Employee Discount Program has grown from offering a few discounts to more than 75 opportunities to save money. This growth is in large part due to the hard work of the Regional Discount Coordinators (RDCs) located throughout the state.

The program focuses on Indiana business and there are some restrictions. Companies based on the Web (cosmetic, jewelry, etc.) and professional services (accountants, real estate agents, attorneys, etc.) are restricted from the program.

RDCs have secured discounts locally as well as statewide. Discounts are offered in a variety of categories

including food, fitness, entertainment and home improvement. Some of the most recent discounts include statewide offers from Sam's Club, Sears and Scalewater (a water softener alternative). Employees can check out these and other offers on the Web site [www.in.gov/spd/2439.htm](http://www.in.gov/spd/2439.htm).

Do you know of a company that would like to offer a discount or is there a company you'd like to receive a discount from? Employees are encouraged to contact their local RDC to inquire about securing a discount or consider becoming a RDC. To learn more about the program visit [www.in.gov/spd/2477.htm](http://www.in.gov/spd/2477.htm). Those interested in becoming a RDC should contact Cathy Holdman at 317-234-1407 or [choldman@spd.in.gov](mailto:choldman@spd.in.gov).

## Goal! SECC exceeds \$1.2 million

The numbers are still being added up but it appears that the State Employees' Community Campaign (SECC) has exceeded its goal. This year's goal was \$1.2 million and as of press time, pledges totaled just over \$1,220,000. That's \$20,000 over our goal and money is still coming in. This marks the first time in at least three years that the state campaign has reached its goal.



The final total for the campaign will be published in the December issue, but in the meantime you can check out the latest on the SECC Web site: [www.insecc.org](http://www.insecc.org). Thank you to everyone who supported this year's SECC: to the donors, to the coordinators who organized and rounded up the contributions and to Indiana's First Lady, Cheri Daniels, for chairing the event. Well done, everyone.

### State of Indiana Employees Open Enrollment 2009 *Your Choice, Your Health*

Enroll online from November 3 until  
November 24 at noon (Indianapolis time)

For more Open Enrollment 2009 information visit [www.in.gov/spd/2528.htm](http://www.in.gov/spd/2528.htm)

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## Performance management program gets tune up

end of the form for comments.

Optional forms have been created for supervisors of new hires. These forms will emphasize the importance of the first six months of employment, as to whether there is a good fit for the employee and the job. It should also make it easier to measure the learning and professional development necessary for success in any new job.

"Performance management requires communication among all levels of the workforce, said Hendrickson. "The new forms and additional ratings will enhance that communication so that agencies and employees can achieve their goals and be recognized for those achievements."



**October 17, 2008** - Governor Daniels visited with Department of Natural Resources employees Edward Dudley, Mike McClelland and Mike Bowsman outside the maintenance facility at Pokagon State Park in northeast Indiana.

## Finding candidates is all in a day's work for recruiters

Are you aware that the state of Indiana has its own set of headhunters? The State Personnel Department (SPD) has a division of employees devoted to recruiting for the state.

Working with agencies throughout the state, the employment division attempts to meet agency needs for particular skills and talents. As can be expected, some positions are easier to fill than others, according to Nicole Russell, Recruitment Director. However she is quick to point out that “team members are available to manage the entire recruiting life cycle for the state.”

The employment team consists of professional recruitment specialists and support staff, dedicated to increase effectiveness and efficiency of the hiring process. “Our number one goal,” according to division director Corliss White, “is to brand state government as an employer of choice.

We want to make Indiana government employment attractive to high quality applicants of diverse backgrounds.”

Russell and her team have developed an aggressive and strategic approach to recruit for state positions at all levels, utilizing workforce recruitment



*A DePauw University student stops by the Indiana state government booth to discuss careers with Lisa Orr, Recruitment Consultant with State Personnel.*

plans for the state's centralized agencies. “Our recruitment team is focused on diversity,” said Russell. “That means we are looking for baby boomers, retirees, women, minorities and the growing population of Generation X and Y.”

To help achieve that goal, SPD recruiters travel the state, attending job fairs at colleges and universities, communities and professional organizations. The team recently held a job fair at the Indiana Government Center, which netted more than 1,600 applicants. White said the event was so successful, that

they are planning regional fairs in the spring.

For more information about SPD's employment division, or to take a look at the state's job bank, log onto [www.in.gov/spd](http://www.in.gov/spd).

## Hoosiers making great in-roads against smoking

When it comes to the task of treating the state's addiction to nicotine, an encouraging trend is emerging all across Indiana. Thousands of people are getting the message to stop smoking and they are doing something about it.

Since July 1, 2007, after the cigarette tax in Indiana was increased by 44 cents, cigarette consumption is down 20.5 percent. Add to that, more than 7,000 entries were received in this year's “Quit 2 Win” stop smoking contest.

These developments statewide are coming at a critical time.

The “Quit 2 Win” effort focused on encouraging people to quit using



one of three methods, including:

- Seeing their doctor for medical advice on quitting;
- Calling the state's toll-free tobacco quit line – 1-800-QUIT-NOW (784-8669) and seeking help from a trained tobacco cessation coach, or
- Contacting the local ITPC-affiliated coalition in the community.

“We are encouraged that cigarette consumption dropped that much,” said Karla Sneegas, executive director of Indiana Tobacco Prevention and Cessation (ITPC). “We know that more than 1.1 million Hoosiers use tobacco...but we know from our data that approximately 90 percent of those people want to quit. The good news is, within the past year, that more of these people are treating their nicotine addiction.”

“This is real progress when you consider the fact the tobacco industry spends \$450 million each year to promote its products in Indiana,” said State Health Commissioner Judy Monroe, M.D. “We need to continue to help connect smokers with the resources to help them quit.”



**It's back!**  
**Two-nights-for-the-price-of-one**  
**at Indiana State Park Inns**



*Wish you were here...*  
*For a winter getaway or just for fun!*

Indiana State Park Inns are once again offering their "two-nights-for-the-price-of-one," Sunday through Thursday, beginning Sunday, Nov. 30 and ending Feb. 26, 2009. This deal is for two consecutive nights and is subject to availability. This discount is not valid Dec. 21 through Jan. 1, 2009, nor is it valid for group business.

The Indiana State Park Inns offer cozy, fireplace lounges, comfortable lodge rooms and full-service dining facilities. Where else can you swim in the first indoor water park in a state or national park lodge? Or sit back, relax and watch boats go by on the Ohio River? Or take a walk back in time in a Pioneer village? Or bird watch while you enjoy a meal? Or hike famous Trail #3? Or play golf on Indiana's only state park golf course? Or enjoy a myriad of winter sport activities from cross-country skiing to tobogganing?

Indiana State Park Inns offer a wide range of activities for the whole family to enjoy!

Be sure to inquire about other winter discounts that may be available at the inns.  
*Call toll-free 1-877-LODGES1 (8am-8pm) to make your reservations.*

## November classifieds

### Please respect the following rules when submitting items:

- Ads are limited to state employees only.
- Contact information must include either a phone number with area code (home or cell, no state numbers) or a home e-mail address.
- Submit ads via e-mail to [spdcommunications@spd.in.gov](mailto:spdcommunications@spd.in.gov), information must be included in the body of the e-mail, no photos or attachments. No bold or italic type, no ALL CAPS.
- Limit one ad per employee per issue; each ad has a limit of three items.
- Deadline is the 10th of the month prior to the next issue.
- If garage sale, need to list times, date, street address and town.
- No listing of animals, for sale or for free
- No real estate, for sale or rent, including mobile homes, manufactured housing, timeshares, etc.
- No Avon, Mary Kay, vitamins, etc.
- No memberships, businesses or professional services (i.e., tax preparation, car repair, etc.).
- Ads will run for one issue only.
- State Personnel Department staff reserves the right to edit and/or refuse any ads.

Soloflex machine w/ leg lift. \$125. 2003 Triumph Speedmaster motorcycle; 5,200 mi. \$5,000. Call 317-834-0829 or e-mail [jake1057@sbcglobal.net](mailto:jake1057@sbcglobal.net)

Wanted: trailer w/ 9K-12K# haul capacity. E-mail [dpty\\_r@yahoo.com](mailto:dpty_r@yahoo.com)

2002 Ford Ranger Edge 4x4; 4.0L V6, ext cab 4 dr, auto, AC, 6 disc CD, loaded, new tires & brakes, 113K mi. \$6,995. Call 812-322-4151.

Large capacity washer & dryer; won't fit in new house, you transport. \$300. E-mail [washeranddryerforsale@gmail.com](mailto:washeranddryerforsale@gmail.com).

1986 Nissan 300Z; red, T-Tops, man trans, excellent condition, 74K mi. \$5,500. 16" stock trailer; divider gate,

built-in storage cabinets & hay manger, extra tall inside. \$1,100. 1992 Chevy 2500 Silverado extended cab; 2WD, good condition, 113K mi. \$4,500. E-mail [taylorstdad@peoplepc.com](mailto:taylorstdad@peoplepc.com) or call 765-461-6182.

Craftsman Deluxe 10" flex drive table saw & operating manual; excellent condition. \$175 obo. Panasonic bread maker, manual & 2 cookbooks; rarely used, excellent condition. \$50 obo. Call Amy, 765-366-5128 or 765-359-1563.

1974 Prowler 21' self-contained travel trailer; sleeps 6, full size bed, newer cushion covers, stove, frig, microwave, AC, electric & gas heat, lots of storage; in working order. \$1,100. Contact Susan, [scw00@hotmail.com](mailto:scw00@hotmail.com) or 260-358-7685.

1985 - 25' Ford Leisure Craft motor home; excellent condition, 42K mi. \$8,000 obo. Call 765-344-0578 or 812-605-0867.

Ethan Allen American Dimensions video cabinet; maple, 50" T x 34" W. \$400. Call 317-845-1566 or [gail-and-bob@msn.com](mailto:gail-and-bob@msn.com).

Pfaltzgraff Winterfrost dishes; 8 each of dinner & desert plates, cereal bowls, 16-oz Cooler glasses & cups & saucers; tea pot, creamer & sugar w/ lid, 2-pc butter dish. \$100. E-mail [dmbuhr@yahoo.com](mailto:dmbuhr@yahoo.com)

2007 Old Town Discovery 158 canoe; 15' 8", 80 lbs, molded seats & backrests, used one season, great for all-around use. \$425. E-mail: [mandotar7@sbcglobal.net](mailto:mandotar7@sbcglobal.net) or call 317-823-2712.

Large moveable play pen or dog kennel; 17x17x4 ft, aluminum frame & fence, double door. \$320. 10 foundation blocks. \$8. Old large wood dog house; you remove. Free. Call 317-738-2991.

La-Z-Boy furniture; emerald green sofa w/ end recliners & maroon mid-size rocking recliner, excellent condition,

must sell. \$325 obo. Call 317-698-5205 or e-mail [sandals2004@sbcglobal.net](mailto:sandals2004@sbcglobal.net)

Whirlpool electric dryer; great condition, used 10 mos, approx 1½ yrs old. \$75. E-mail Melissa, [missybachani@hotmail.com](mailto:missybachani@hotmail.com)

2002 Chrysler 300M; loaded, 150K mi. \$5,995. 1993 Harley Davidson 1200 Sportster; many extras, 23K mi. \$4,200. 1993 Jeep Grand Cherokee; full-time 4wd, 5.2 V-8, 169K mi. \$2,000. Contact Gary Parker, [garyparker17@comcast.net](mailto:garyparker17@comcast.net) or 317-590-7437.

2004 Honda Shadow Aero; Cobra exhaust, many extras, low mi. \$4,000. Whirlpool Imperial Series washer/dryer; approx 3 yr old, excellent condition. \$450. 2003 Honda VTX 1800cc; saddle bags, windshield, new tires, many extras. 8K mi. \$8,600. Contact [swalker@gibsoncounty.net](mailto:swalker@gibsoncounty.net) or 812-480-4058.

17" Samsung LCD monitor. \$75. Call 317-201-6365.

2001 Mazda Tribute; 4WD, V6, auto trans, 104K mi. \$4,900. Leave msg, 812-249-9641.

Magic Chef refrigerator; 3-4 yrs old, like new condition, freezer works good, bottom needs part. \$50 obo. Queen size reclining futon w/ mattress & cover; excellent condition, all wood, no arms, does not fold into couch. \$50. Call Linda, 317-639-0137, no calls after 9p

2002 Honda Shadow Sabre 1100cc motorcycle; quick release windshield & saddlebags w/ ghost brackets, silver w/ gray ghost flames, 5 spd, well maintained, runs & rides perfect, less than 10,500 mi. \$5,500. Contact Cliff, 317-502-8103 to schedule weekend appointment.

Weslo Cadence Ex14 space saver treadmill w/ 1, 2, & 3 lb weights. \$125 obo. Call 317-442-1711 after 4 pm or e-

## Upcoming state holidays

The following is a list of the state holidays for the remainder of 2008 and for 2009 and the dates on which they will be observed.

### 2008

General Election Day - Tues., Nov. 4  
 Veteran's Day - Tues., Nov. 11  
 Thanksgiving holidays -  
 Thurs., Nov. 27 and Fri., Nov. 28  
 Christmas holidays -  
 Thurs., Dec. 25 and Fri., Dec. 26

### 2009

New Year's Day - Thurs., Jan. 1  
 Martin Luther King Jr. Day -  
 Mon., Jan. 19  
 Good Friday - Fri., Apr. 10  
 Memorial Day - Mon., May 25  
 Independence Day - Fri., July 3\*  
 Sat., July 4\*\*  
 Labor Day - Mon., Sept. 7  
 Columbus Day - Mon., Oct. 12  
 Veteran's Day - Wed., Nov. 11  
 Thanksgiving holidays -  
 Thurs., Nov. 26 and Fri., Nov. 27  
 Christmas holidays -  
 Thurs., Dec. 24 and Fri., Dec. 25

\* - Operations regularly scheduled Mon.-Fri.

\*\* - Operations regularly scheduled on Sat.



Original artwork  
by Jerry Williams

## Theft thwarted in parking lot

It was not just another day as usual for three employees of the Indiana State Teacher's Retirement Fund (TRF) recently. Chris Kothe, pension administrator, and his supervisor, Derek Benson, were just returning from lunch in downtown Indianapolis.

As they walked across the surface parking lot near the Statehouse, Kothe heard a loud noise and noticed a man attempting to remove the catalytic converter from a vehicle in the lot. "This took us by surprise," said Kothe. "You just don't expect to see something like this happen in the middle of the day."

Once Kothe and Benson realized

what was going on, Kothe went into the Statehouse to contact capitol police and Benson stayed with the thief. As a result, Benson was able to point him out when capitol police arrived.

While the thief denied the accusation that he had stolen the converter, the proof was in his bag. It contained a saw and a catalytic converter. He was arrested for theft.

In the meantime, the owner of the vehicle has asked police to return the converter to him so he can re-attach it to his car. But it is evidence, so it is not yet available. The irony of it all – the owner of the car is also a TRF employee. James Gray is a wage and contribution analyst with the agency.

## November classifieds (continued from pg 5)

mail mdeering052@hotmail.com.

Large moveable play pen or dog kennel; 17x17x4', aluminum frame & fence, double door. \$310. Bionaire W-6 floor model humidifier w/ 2 water tanks; variable fan, humidity control, on rollers. \$49. Old large wood doghouse. free-you remove. Call 317-738-2991.

Double casement Pella window; 58"wx65"h; clay exterior/white interior, grids between glass, still in package, never installed. \$450. E-mail: tim4249@yahoo.com for photos.

2004 Harley-Davidson 1200 custom Sportster; chromed out controls, windshield, custom touring seat & passenger backrest; Stage one kit, jetted, tuned, screaming eagle breather & pipes; all Harley parts & installation, 4600 mi. \$7,500. Call 765-719-2423.

Pair of Caravan (removable) bench seats; beige, good condition. \$50.  
 Zenith AM/FM/FM stereo console

w/turntable & storage, mahogany, good condition. \$50. Contact D Ivey, 317-414-7442.

17-piece Provincial Jessica McClintock LEA solid wood furniture; good condition, perfect for studio or assisted living. \$3,500 obo. 2 hp TroyBilt gas tiller/edger; light use, foldable handle. \$70 obo. Reptile "Lizard Lounge;" oceanic granite finish, 50 gal w/ 5 vents. \$65.00. Call Debby, 317-332-2068.

Andy Griffith Show DVDs; 2nd & 4th seasons, never opened; \$40. CJ Banks washable suede jacket; turquoise, size 2x, never worn. \$70. Contact Beth, 317-979-1885.



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